 Tecnológico de Monterrey	Support Services Directorate	
Policy access and use of Campus Facilities		
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INTRODUCTION

The purpose of this document is to promote driver education at the Tecnológico de Monterrey facilities through a culture of road safety and their proper use. Its structure ranges from the clear and precise presentation of the parking use rules to the provisions for non-compliance with these.

Chapter I General Provisions

Art. 1 Parking hours will be:

06:00 a.m. to 10:00 p.m. Monday to Friday

06:00 a.m. to 03:00 p.m. Saturdays

No service. Sundays

In order to enter the Campus during the vacation period or on holidays, as well as during extraordinary hours, it is necessary to send an email to the account protect.hgo@servicios.tec.mx with the following information:

Full name of the applicant

Tuition / Payroll

Tutor, Mentor, Director or Direct Leader

Reason for entering the Campus


Said email must be sent at least 8 hours in advance, otherwise, you will not be able to enter the Campus.

Chapter II

Entrance to the facilities

ART. 2 Every person who enters the facilities must present a corresponding identification:

- I. Students must carry their current institutional credential.
- II. Collaborators must carry their valid credential and visibly at all times that they remain inside the facilities.

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III. For visitors, suppliers and contractors, it is mandatory to present an official identification to the security personnel, for their registration, after verifying the reason for their visit.


- Provide the name of the person who is waiting for you or intends to visit.
- Security personnel make the corresponding record in the access control log.
- You will be given a visitor's badge, which you must wear at all times and return to security personnel when you leave the premises.
- Show the security personnel the contents of your suitcases, backpacks, packages and in general all those items that enter the Campus and do the same when you leave the facilities.
- Direct the vehicle to the parking lot designated by security personnel.
- When exiting the facilities, Tecnológico de Monterrey reserves the right to search people and/or vehicles through security personnel.

Art. 3 Prohibitions for entry:

- I. No person will be allowed to enter under the influence of alcohol or prohibited drugs.
- II. It is forbidden to enter the Campus with drinks that contain alcohol or prohibited drugs.
- III. The entry of armed persons is strictly prohibited. Only the uniformed authorities that have been required and authorized may do so.
- IV. In the case of bodyguards, they will not be able to lower their weapons from the vehicles at any time and they must remain inside it.
- V. The credential cannot be lent or exchanged, if this happens, the people involved will be penalized in accordance with the General Student Regulations, and in case of involving people from outside the community, they will be denied access to the facilities.

Art. 4 The visitor who is surprised will be denied access or removed:

- I. Carrying out commercial activities without authorization from the corresponding area.
- II. Roaming the areas without any justification.
- III. Showing some aggressive attitude towards any member of the community.
- IV. Do not wear your visitor's badge.
- V. Who wish to carry out personal or non-Campus matters.
- VI. That they not visit the area that they mentioned in the access to the Campus, or that they carry out activities other than those that were stated.
- VII. They are armed.
- VIII. Violating any institutional guideline, policy or regulation.

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Chapter III

Use of parking

Art. 5 Every person who enters the facilities is obliged to respect and obey the signs and provisions; so you should not:

- I. Parking a vehicle, obstructing the free movement of other vehicles or the pedestrian crossing.
- II. Parking in green areas and on medians, as well as invading individual spaces and areas not established as parking areas.
- III. Circulate on sidewalks, sidewalks or any other type of pedestrian paths.
- IV. Stop at places where there is restrictive signage indicating so.
- V. Pass other vehicles when they stop to yield to pedestrians.
- VI. Invading the drawer to one side or occupying more than one parking space.
- VII. Provoking noise that disrupts academic life, such as: use of horns and sound equipment.
- VIII. Circulate in the opposite direction, as well as in reverse.
- IX. Driving under the influence of alcohol or prohibited drugs.

ART. 6 Every person who enters the facilities by vehicle must respect speed bumps and speed bumps; At crosswalks, the pedestrian has PREFERENCE.

ART. 7 The speed limit allowed inside the parking lot will be a maximum of 20 km/hr in the asphalt strip lanes, and a maximum of 10 km/hr in the interior lanes.


ART. 8 Respect the signs and road directions, inside and in the vicinity of the Campus, also respecting the road direction in the exit lanes.

ART. 9 Special places are reserved for ascent and descent of disabled people, which must be respected and not obstruct their use. In case of omitting said action, they will be creditors to a sanction.

ART. 10 Use the areas for the ascent and descent of passengers set up for this purpose, with a maximum stay of 3 minutes in the area. The driver will not be able to move away from his vehicle. Avoid parking in those areas where there is no signage.

ART. 11 The vehicle must be parked correctly in battery mode, that is, with the front tires facing the ridge or, where appropriate, parking box limit stops. When backing out, you must be careful not to cause damage or accidents.

ART. 12 There is a designated area to park the vehicles of visitors and suppliers, which must be indicated at the main access. When a supplier is required to unload merchandise in the Campus warehouse, Student Center, OXXO, LiFE or any other area, it will be with full authorization of the security personnel at the entrance or by the one who is close to where said operation is being carried out.

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ART. 13 It is strictly forbidden to park in those places that are marked with the name "Exclusive Autos Tec". This space is exclusive to the official vehicles of the Institution.

ART. 14 Motorcycles and bicycles will be allowed to park, only in those areas designated by security personnel. For no reason will this type of vehicle be allowed to occupy a space designated for 2 or 3-axle vehicles.

ART. 15 No person will be allowed to remain in their vehicle beyond the time necessary to enter or exit it (maximum 5 min). In case of staying inside your vehicle, security personnel will have the power to investigate the reason for staying, as well as evaluate and decide whether or not to allow you to stay in it.

ART. 16 The permanence of any vehicle will not be allowed outside the hours mentioned in the ART. 1 of the present. If this is necessary, an email should be sent to the following address protect.hgo@servicios.tec.mx providing the vehicle data, the reason for leaving your vehicle, the owner's data and the location of the box where it will remain. . Said email must be sent with a copy to your Director, Tutor, Mentor or direct Leader.

ART. 17 Tecnológico de Monterrey is not responsible for theft, loss or partial or total damage caused to your car or other means of transportation within the facilities. In the event of a collision within the parking lot, both parties must call their insurance company or reach a common agreement; The Institution disclaims all responsibility.

ART. 18 Tecnológico de Monterrey reserves the right to check trunks and interiors of vehicles that are within its facilities through security personnel when deemed necessary.

ART. 19 The user will have the "Assistance" service within the Campus facilities. Vehicle" (subject to availability), which consists of receiving free assistance in the following cases: Support for changing tires without air and power supply for discharged batteries. If necessary, these services must be requested from security personnel.


Chapter IV Offenses

ART. 20 All those acts that distort or tend to distort the order of the Campus, infringe the rights of people, violate the provisions of other policies and guidelines in force, and thus themselves hinder or prevent the use of goods or services that Tecnológico de Monterrey uses or provides.

ART. 21 You cannot carry out any type of vehicle competition, transport people outside the vehicle or in places not specified for passengers.

ART. 22 When driving, it is forbidden to keep the vehicle doors open.

ART. 23 The use of skates and skateboards in the Campus facilities is prohibited

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ART. 24 The use of bicycles on the classroom corridors, ramps for disabled people and, in general, on all pedestrian crossings is prohibited.

ART. 25 This Policy is mandatory for all students, managers, professors, collaborators, suppliers and visitors in general, so ignorance of it will not be an excuse to avoid the applicable sanctions for non-compliance.

ART. 26 Failure to comply with the provisions of this policy will give rise to disciplinary consequences, in accordance with the General Student Regulations.

Tecnológico de Monterrey Hidalgo Campus

Support Services Directorate Security

Risk Management January - 2023